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Job details

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- Cafeteria Benefit Plan
- Contributory Defined Benefit Retirement Plan
- Matched Deferred Compensation & Thrift Plans
- 11 Paid Holidays
- Generous Vacation and Sick Leave Benefits
- Flexible Work Schedules

Position/Program Information

Positions allocable to this class work under the administrative and technical supervision of a nurse supervisor or nurse manager. Public Health Nurses utilize the public health nursing process as comprised of assessment, nursing diagnosis, outcome identification, planning, implementation, and evaluation in the provision of generalized or specialized public health nursing services that promote the well-being of the community, seek to control and prevent disease, disability, and premature death, and improve the quality of life among the population of interest. Positions work independently within established professional and agency standards, regulations, and guidelines to apply a range of technical, interpersonal, analytical, and organizational knowledge and skills to problems of health as these affect the individual, family, and community. Assignments in this class involve making independent judgments in assessing health status, formulating a nursing diagnosis, identifying health improvement outcomes, developing and implementing strategies and activities, and providing and evaluating nursing services to ensure that outcomes are achieved. Some positions in this class, upon completion of special training, function in a specialized sub-field of public health.

Essential Job Functions

Provide Public Health Nurse consultation services including professional nursing observation during joint Children's Social Worker/Public Health Nurse (CSW/PHN) home, hospital, school and office visits for children with known or suspected medical or developmental problems.

Assist with the investigation and follow-up of the physical and developmental health of children involved in critical incidents, child fatalities and media alerts.

Review and interpret medical records received for children referred to or followed by DCFS and enter these medical records into the state-wide CWS/CMS computer system. Medical records may include information received from multi-assessment centers (HUBs), hospitals, and private medical providers.

Participate in multidisciplinary case conferences including providing nursing assessment of the focus family and follow-up on any identified children's medical, dental and/or developmental problems.

Coordinate and facilitate referrals to community providers of medical, dental and developmental services.

Provide health-related trainings to CSW staff, foster parents, relatives and community agencies.

Collaborate with hospital staff to facilitate discharge planning for hospitalized children and facilitate the continuity of care for children newly discharged from the hospital.

Requirements

ONLINE FILING ONLY

MINIMUM REQUIREMENTS: A license to practice as a Registered Nurse* issued by the California Board of Registered Nursing - **AND** - a California Public Health Nurse Certificate*-**AND**- a valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Physical Class

Physical Class III – Moderate: Includes standing or walking most of the time, with bending, stooping, squatting, twisting, and reaching; includes working on irregular surfaces, occasionally lifting objects weighting over 25 pounds, and frequent lifting of 10-25 pounds.

License(s) Required

A license to practice as a Registered Nurse issued by the California Board of Registered Nursing, **AND** a California State Public Health Nurse Certificate. Specific assignments may require a valid California Class C Driver License.

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Note: A valid California C Driver License is required of appointees to the home supervision assignment**.

Special Requirement Information

***To qualify,** you **must** submit a copy of your valid and current Registered Nurse License **AND** Public Health Nurse Certificate with your **online application at the time of filing,** or during the examination process.

****License Information:** Successful applicants for this position will be required to obtain a copy of his/her driving record from the

**Examination
Content**

California State Department of Motor Vehicles before being appointed. A copy of your driving record must be presented at the time of your appointment. License must not be suspended, restricted or revoked. **AN APPLICANT WHOSE DRIVING RECORD SHOWS FOUR OR MORE MOVING VIOLATIONS WITHIN THE LAST TWO YEARS WILL NOT BE APPOINTED.**

This examination will consist of an INTERVIEW which will evaluate working knowledge of the position; analytical and problem-solving skills; interpersonal skills; training, presentation and oral communication skills; adaptability and dependability **weighted 100%.**

All notifications (e.g. Notice of Non-acceptance, Invitation for Oral Interview, Notice of Results) will be mailed via United States Postal Services (USPS).

**Special
Information**

Candidates must achieve a passing score of 70% or higher in order to be placed on the eligible register.

FINGERPRINTING CLEARANCE AND BACKGROUND

INVESTIGATION: All Department of Children and Family Services employees are fingerprinted and subject to criminal background check by the State Department of Justice and Federal Bureau of Investigation. Employment/Promotion is contingent upon passing the background checks. An individual with job-related convictions as defined by the County policy (PPG 514) or the requirements of a "sensitive position" may be withheld from appointment or may be discharged.

**Vacancy
Information**

The resulting eligible register for this examination will be used to fill vacancies in the Department of Children and Family Services.

**Eligibility
Information**

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.

Applications will be processed on an as received basis and promulgated to the eligible register accordingly.

NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN ONCE EVERY TWELVE (12) MONTHS.

**Available Shift
Application and
Filing
Information**

Any

ON LINE FILING ONLY:

Applicants are required to submit a standard Los Angeles County Employment Application online to be considered for this examination. Paper applications and/or resumes cannot be accepted in lieu of online application. **All applicants MUST complete the filing process ONLINE (via electronic submission). Applications will not be accepted by mail, fax, or in person.**

We may close this examination at any time without prior notice.

Applicants must submit their applications and required documents by 5:00 pm, PST, on the last day of filing. Applicants who submit

the application and all required documents after the filing period will be rejected and will not be able to compete in the examination process.

Note: If you are unable to upload required documents to your online application, you may fax them to (213) 738-6470 at the time of filing or during the examination process. Please include exam title, exam number and your name on the documents.

The acceptance of your application depends on whether you have **CLEARLY** shown that you meet the **MINIMUM REQUIREMENTS**. Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. For each job held, give the name and address of your employers, your job title, beginning and ending dates, hours worked, and salary earned. All information supplied by applicants is subject to verification. **We may reject your application at any time during the selection process.**

ADDITIONAL INFORMATION REGARDING ONLINE FILING:

SOCIAL SECURITY NUMBER:

All applicants must enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT LIBRARIES:

For candidates who may not have regular access to a computer or the Internet, applications can be completed on the computers at public libraries throughout Los Angeles County.

NO SHARING USER ID AND PASSWORD:

All applicants must file their application on line using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

County of Los
Angeles
Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

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ADA Coordinator Phone	213-351-5629
Teletype Phone	800-735-2922
California Relay Services Phone	800-735-2922
Job Field	Nursing
Job Type	Professional

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